



## CITY COUNCIL STAFF REPORT

**MEETING DATE:** August 22, 2012

Agenda Item # **39**

Prepared By:

A handwritten signature in black ink, likely belonging to the Council Services &amp; Records Coordinator.

Council Services &  
Records Coordinator

Submitted By:

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City Manager

### CONVERSION TO PAPERLESS AGENDAS AND PURCHASE OF iPADS

#### RECOMMENDED ACTION(S):

1. **Approve** the Conversion to Automated Agenda Packets and the Purchase of Apple iPads for use by the City Council, Planning Commission, City Manager, City Attorney and City Clerk's Office; and
2. **Select** one of the three purchase options to apply to all Council or Commission Members and staff; and
3. **Approve** transfer of a maximum of \$13,725 from the Equipment Replacement fund (790.8500.43825) to the Computer Loans Program fund (240.2610.42605).

#### EXECUTIVE SUMMARY:

Staff from the City Clerk's Office and Information Services have been working together to implement an in-house automated agenda management process using available staff, process improvements, and updated technology. We are continually improving our processes in a cost effective manner while not falling behind Council and community expectations for service delivery.

The next step in the improvement of the City's Agenda Management Process is to go "paperless" and promote access to agenda materials with the use of digital reader devices. Staff recommends moving forward with paperless agendas for the City Council and the Planning Commission. We know that at least one city in Santa Clara County also provides electronic agendas via iPads for their Planning Commission. The City would realize savings in several areas by converting to a paperless agenda. The attached memorandum provides detail as to the areas of savings as well as three potential purchase options.

In addition to the financial benefits, migrating from a paperless agenda process to an electronic agenda would be consistent with several previously adopted City Council Policies including the 2007 Environmental Agenda (Attachment 1) and 2008 Reduction in Paper Use for City Council Communications (CP-08-02), which is attached (Attachment 2).

#### FISCAL/RESOURCE IMPACT:

The initial cost of purchasing an Apple iPad is \$765 Wi-Fi only or \$905 for Wi-Fi plus cellular connectivity (including sales tax), plus \$9.99 for the iAnnotate application. Fifteen iPads (5 for City Council, 7 for the Planning Commission, 1 for the City Manager's Office, 1 for the City Clerk's Office and 1 for the City Attorney's Office) will have a maximum total cost of \$13,725.

Option 1: The ultimate cost to the City would be \$775 (cost of iPad and App) times 15 for a total of \$11,625.

Option 2: The ultimate cost to the City would be \$0 with a maximum upfront cost of \$ 13,725.

Option 3: The ultimate cost to the City would be \$6,000.

The savings of \$11,102 from acquiring a less powerful, less expensive photocopier, plus a permanent, on-going annual savings of \$7,258 in production costs will significantly exceed the cost of purchasing the iPads.

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# Memorandum City Clerk's Office

**Date:** August 7, 2012

**To:** City Council

**From:** Council Services & Records Coordinator

**Subject:** Conversion to Paperless Agendas and Purchase of iPads

Currently, City Council meeting and Planning Commission meeting agendas require approximately 166,000 pages a year for an annual paper cost of \$1,300 and \$4,358 in annual copy costs. The binding machine maintenance and supplies cost another \$1,600 totaling \$7,258 annually. In addition, the high speed copier required to meet agenda production deadlines breaks down often and is scheduled for replacement this fiscal year. If paper agendas are no longer produced, this will allow the City to acquire a lower production machine with lower ongoing lease and maintenance costs. The cost to lease a high speed copier to meet production levels for 5 years will be approximately \$35,380 versus the lower production machine at \$24,278 allowing for a savings of \$11,102. Lastly, the elimination of the paper agenda will save considerable staff time in Council Services & Records Management making it possible to take in more revenue-generating passport applications.

Staff recommends that agenda packets be delivered electronically using Wi-Fi connections through either e-mail or a "cloud service" like Dropbox that will allow Council and Commission Members and staff to view and annotate these packets on their individual iPads. After analyzing the various tablet options, it has been determined that the iPad is the best device for all three options.

Staff recommends that Council choose one of the three purchase options listed below:

Option 1: City Purchase

Under this option, the City would purchase iPads for each Council or Commission Member or staff member who elects it. The iPad would remain the property of the City. Users would be allowed to take the device home or use it anywhere they conduct City business; however, such use would be subject to the City's Administrative Policy (III019) on the personal use of City equipment. iPad's provided by the City will not have cellular connectivity and will require the use of public and private Wi-Fi networks.

Option 2: Individual Purchase with Financing Provided by the City

Under this option, the City would purchase iPads on behalf of each Council or Commission Member or staff member who elects it, and be repaid in full. Staff would setup a financing term of one year repayment of \$775 (or \$915 for Wi-Fi plus cellular connectivity), which can be deducted from said staff or Council member's monthly stipend. For Planning Commissioners, a contract for repayment would be set up with the same financing terms of one year repayment. The ultimate cost to the City per iPad under this option would be zero. If an individual wishes to have a cellular account with a vendor (Verizon or AT&T) this would be specified as part of the iPad purchase and that individual would be

responsible for setting up and paying for the monthly data charges, which would not be included as part of the City financing package.

Option 3: Fixed allowance provided by City

Under this option, the City would provide a one-time fixed allowance to the Council or Commission Member or staff member, of \$400 to purchase a device that would meet standard specifications for receiving and downloading the agenda packets. This device would be owned by the by the individual and such use would be subject to the City's Administrative Policy (III019) on the personal use of City equipment. This option would only apply to future device purchases.



## MORGAN HILL ENVIRONMENTAL AGENDA

*Adopted by the Morgan Hill City Council  
September 19, 2007*

### Mission

The mission of this Environmental Agenda is to enhance the long-term sustainability of Morgan Hill by developing a framework for reducing environmental impacts, increasing community health, and protecting the community's environmental resources for future generations.

### Morgan Hill Environmental Vision

The Environmental Agenda envisions an active, vibrant community growing in concert with its natural surroundings. Residents, local businesses, and community institutions will seek out opportunities to protect and preserve natural resources while improving the community's quality of life, health, and overall well-being. Native flora and fauna will flourish in both developed and undeveloped areas of the community.

### Guiding Principles

1. **The Concept of Sustainability Guides City Policy** - Morgan Hill is committed to meeting its existing needs without compromising the ability of future generations to meet their own needs. The long-term impacts of policy choices will be considered to ensure a sustainable legacy.
2. **Protection, Preservation, and Restoration of the Natural Environment is a High Priority of the City** - Morgan Hill is committed to protecting, preserving and restoring the natural environment. City decision-making will be guided by a mandate to maximize environmental benefits and reduce or eliminate negative environmental impacts. The City will lead by example and encourage other community stakeholders to make a similar commitment to the environment.
3. **Environmental Quality, Economic Health and Social Equity are Mutually Dependent** - Sustainability requires that our collective decisions as a city allow our economy and community members to continue to thrive without destroying the natural environment upon which we all depend. A healthy environment is integral to the city's long-term economic and societal interests. In achieving a healthy environment, we must ensure that inequitable burdens are not placed on any one geographic or socioeconomic sector of the population and that the benefits of a sustainable community are accessible to all members of the community.
4. **All Decisions Have Implications to the Long-term Sustainability of Morgan Hill** - The City will ensure that each of its policy decisions and programs are interconnected through the common bond of sustainability as expressed in these guiding principles. The policy and decision-making processes of the City will reflect our sustainability.

threats of serious or irreversible damage to people or nature exist, lack of full scientific certainty about cause and effect shall not be viewed as sufficient reason for the City to not adopt mitigating measures to prevent the degradation of the environment or protect the health of its citizens. In recognizing that prevention is more effective than mitigation, the City will seek out preventative approaches. Public participation and an open and transparent decision making process are critical to finding and selecting alternatives.

Note: Guiding Principles adapted from the exemplary principles incorporated in the Santa Monica Sustainable City Plan

## Primary Subject Goals

While it is recognized that nearly all environmental issues are highly interrelated, it is useful to develop Primary Subject Goals for each major policy area to further clarify and define the Environmental Agenda. It is the intention of the City Council to achieve the following Goals, presented in alphabetical order, for each primary area:

**Air Quality:** Improve Morgan Hill's ambient air quality and reduce pollutant exposure to local residents, plants, and animals.

**Climate Protection:** Identify, inventory, monitor, reduce, and mitigate local greenhouse gas emissions to reduce the community's carbon footprint in cooperation with the State's efforts to implement AB 32.

**Community Health:** Educate, encourage, and assist local residents, institutions, and businesses in improving the overall health and wellbeing of the community.

**Energy:** Develop a local energy system that maximizes opportunities for locally-developed clean energy generation and supports the use and development of cleaner energy generation sources nationwide.

**Green Buildings:** Use incentives, regulations, and laws to improve the environmental performance of new and existing buildings, roads, landscapes, and facilities in the community.

**Habitat Conservation and Enhancement:** Identify and preserve important wildlife habitat in the community and encourage the growth and wellbeing of native plant and animal species.

**Land and Open Space Preservation:** Continue to preserve hillsides, greenbelts, and open spaces and encourage new development in the City's core.

**Local Resources and Products:** Establish educational and assistance programs that identify and encourage the consumption of food and other products grown and produced locally.

**Municipal Government:** Continue to improve the environmental performance of all City buildings, operations and procurements in order to lead by example on all of the goals listed in the City's Environmental Agenda.

**Pollution Prevention:** Reduce the generation of all waste products and the release of waste and pollution into the local environment.

**Solid Waste Reduction and Resource Conservation:** Develop a materials-based local economy that minimizes the use of natural resources through efficient design, waste reduction, materials reuse and recycling, and the incorporation of recycled materials into new products.

**Transportation:** Work with local, regional, and state agencies and developers to improve the City's multi-modal transportation network, minimize automobile dependency, and encourage walking and biking within the community.

**Water Supply:** Maximize the efficient use of water and the development of alternative water supplies.

## **Environmental Agenda Implementation, Maintenance, and Development**

This Environmental Agenda is intended to be a dynamic document that shall be reviewed biennially by the City Council or a designated Council Committee. City staff shall prepare an annual workplan, in conjunction with the City's annual budget preparation, designed to accomplish the Primary Subject Goals of the Agenda.

Within three months after the initial adoption of the Agenda, staff shall prepare an initial list of specific actions the City will take, a list of performance measures or indicators for each of the Primary Subject Goals, and an implementation workplan for the first six months.

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**CITY OF MORGAN HILL  
CITY COUNCIL POLICIES AND PROCEDURES**

**CP-08-02**

**SUBJECT: REDUCTION IN PAPER USE FOR CITY COUNCIL  
COMMUNICATIONS**

**EFFECTIVE DATE: October 1, 2008**

**ORIGINATING DEPARTMENT: PUBLIC WORKS DEPARTMENT**

**PURPOSE**

The primary purpose of this policy is to reduce the amount of paper needed to disseminate and share information with the City Council. In doing so, the City can serve as an example to the community, will reduce its burden on the local, state, and global environment, and will reduce the costs of purchased paper.

**POLICY**

In recognition of the large amount of paper used to distribute information to the City Council, the following guidelines shall be used by staff in distributing information to the City Council:

1. Paperless electronic distribution methods should be used exclusively to distribute agendas and meeting packets to members of the City Council who are not a member of the board, committee, commission or advisory body;
2. Councilmembers shall decide individually if they would prefer to get their City Council packet exclusively by electronic distribution methods; and
3. Flyers, letters, invitations and other communications that are received at City offices for the Council that require duplication shall be distributed to the Council electronically.

**This policy shall remain in effect until modified or revoked by the City Council.**

**APPROVED:**

**STEVE TATE, MAYOR**

objectives. The City will lead by example and encourage other community stakeholders to use sustainability principles to guide their decisions and actions.

5. **Community Awareness, Responsibility, Participation and Education are Key Elements of a Sustainable Community** - All community members, including individual citizens, community-based groups, businesses, schools and other institutions must be aware of their impacts on the environmental, economic and social health of Morgan Hill, must take responsibility for reducing or eliminating those impacts, and must take an active part in community efforts to address sustainability concerns. The City will therefore be a leader in the creation and sponsorship of education opportunities to support community awareness, responsibility and participation in cooperation with schools, colleges and other organizations in the community.
6. **Morgan Hill Recognizes Its Linkage with the Regional, National, and Global Community** - Local environmental, economic and social issues cannot be separated from their broader context. This relationship between local issues and regional, national and global issues will be recognized and acted upon in the City's programs and policies. The City's programs and policies should therefore be developed as models that can be emulated by other communities. The City will also act as a strong advocate for the development and implementation of model programs and innovative approaches by regional, state and federal government that embody the goals of sustainability.
7. **Those Sustainability Issues Most Important to the Community Will be Addressed First, and the Most Cost-Effective Programs and Policies Will be Selected** - The financial and human resources which are available to the City are limited. The City and the community will reevaluate its priorities and its programs and policies annually to ensure that the best possible investments in the future are being made. The evaluation of a program's cost-effectiveness will be based on a complete analysis of the associated costs and benefits, including environmental and social costs and benefits.
8. **The City is Committed to Procurement Decisions which Minimize Negative Environmental and Social Impacts** - The procurement of products and services by the City and Morgan Hill residents, businesses and institutions results in environmental, social and economic impacts both in this country and in other areas of the world. The City will develop and abide by an environmentally and socially responsible procurement policy that emphasizes long-term values and will become a model for other public as well as private organizations. In recognizing that the transport of goods from long distances can have significant environmental impacts, locally-grown foods and locally-manufactured goods will be preferred. The City will advocate for and assist other local agencies, businesses and residents in adopting sustainable purchasing practices.
9. **Cross-sector Partnerships Are Necessary to Achieve Sustainable Goals** - Threats to the long-term sustainability of Morgan Hill are multi-sector in their causes and require multi-sector solutions. Partnerships among the City government, businesses, residents and all community stakeholders are necessary to achieve a sustainable community.
10. **The Precautionary Principle Provides a Complementary Framework to Help Guide City Decision-Makers in the Pursuit of Sustainability** - The Precautionary Principle requires a thorough exploration and careful analysis of a wide range of alternatives, and a full cost accounting beyond short-term and monetary transaction costs. Based on the best available science, the Precautionary Principle requires the selection of alternatives that present the least potential threat to human health and the City's natural systems. Where